

**St Vincent DePaul
Rockford Council**

Internal Control Procedures for Conferences

The Rule, Part I, Article 3.14 states: *The Society's funds must be handled with the utmost care, prudence and generosity.... Accurate records must be kept of all money received or spent.*

The Rule, Part III, Statute 22 states: *Each Conference and Council must, at all times, maintain accurate records and submit an annual report to the next higher council on forms provided by the National Office.*

The Rule, Part III, Statute 24 states: *Conferences and Councils zealously manage and maintain the Society's assets.*

The following procedures have been developed to help conferences manage and maintain the Society's funds ensuring reliable financial reporting, effective and efficient operations, and compliance with National Office & IRS reporting.

1. The BEST Internal Control Procedures provides for a careful **review of the bank statement each month**, (ideally) by the President, Vice President and Secretary. At a minimum, either the President or Vice President should make the review. A copy of the bank statement should be signed and given to the Secretary for their records. Any unusual items will be noted and reconciled immediately.
2. The **Treasurer shall provide written Financial Statements at least once each month** following the close of the previous month. These statements should include Income for the month and (optionally) year to date, as well as amounts paid out as Financial Aid to "Those we serve" and Operating Expenses. Net Income/Loss for the month and (optionally) year-to-date should also be reported. These statements shall be approved and included as part of the minutes. The Treasurer's statements will conform as close as possible to the **Standard Chart of Accounts**: see embedded PDF below. For Conferences that do not have an electronic book keeping system a sample Treasurer's Report worksheet is provided below.

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3. The **Secretary shall record in the minutes, the totals for Income, Financial Aid to "Those we serve", Operating expenses and Net Income/ (Loss) for the month** and (optionally) year-to-date. The **ending Cash balance** shall also be recorded.
4. All church collections received as part of the church envelope system will be counted and recorded by the church. Any fund raisers or other **cash received will be counted by at least two SVdP members**. Any fund raising income should be deposited separately and purpose noted on the deposit slip.
5. Debit cards and On-line bill payments require ADDITIONAL security. Each month, the **Treasurer should prepare a list of these charges and reconcile to the charges on the bank statement**. They should be reviewed to make sure that the payment was correct and authorized. If possible, avoid the use of debit cards in favor of credit cards. Charges on credit card statements should be reconciled to specific FINs via case numbers or some other method of identification. Credit card balances are to be paid monthly so as not to incur any finance charges.
6. If possible, avoid using electronic payment for utility bill payments and pay only by check as we do not want the utilities to retain the routing number and account number for your bank account. For cases involving utility shut-off situations, it may not be possible to pay by check as processing time is too long. In those cases electronic payment is permitted.
7. Typically, **Conferences should not pay funds directly to "Those we serve"**. However, should there be a unique circumstance that would require this, use a cashier's check and not a Conference check as we do not want routing numbers and account numbers to be given out.
8. **An annual financial review** at the conclusion of the fiscal year shall include a review of all bank statements, a review of each month's financial statements and a review of deposit details and paid bill receipts as typically recorded in a check register. A Verification of Conference Internal Audit report should be completed: see the Conference Audit Manual.

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9. **Optional Practices:** Have a backup for the Treasurer. Use an electronic book keeping system to facilitate reporting, reduce data entry errors and simplify auditing. Create backups of electronic data.

Additional Information:

The Rule, The Manual and nationally approved Bylaws.

<http://www.svdpusa.org/members/Documents/Council-Conference>

Secretary/Treasurer Information: see Conference Treasurers Manual and Secretary Minute Book

<http://www.svdpusa.org/members/Documents/Governance-in-A-Box>

GIAB Guide-Council-Conference Treasurer / Secretary

Additional Resources: see Conference Audit Manual

<http://www.svdpusa.org/svdpextension/Planning/Revitalization>

(from Members->Programs->Extension->Planning)

Conference Treasurers Manual

Conference Audit Manual & Worksheet

Standard Chart of Accounts



Standard Chart of
Accounts 11-8-2015.

